Centers for Disease Control and Prevention FY 2014 CDC Grant Funding Profiles User Tips

Quick Tool Orientation

- The funding tool data is provided in two main ways:
 - O PDF grant funding profiles summaries of the data for (1) each separate jurisdiction [each state, District of Columbia, and US territory], (2) all states/DC, (3) all territories, and (4) for funding categories/subcategories
 - O Raw data for users to sort, guery, and download
- The data parameters may be updated each year, therefore, it is essential to read <u>About the Data</u> to understand what funding is included and what funding is excluded each year.

Printing PDF Reports

• To ensure proper orientation and printing of pdf reports, go to Print settings, then Page Sizing and Handling, and make sure the "Fit" box is checked. On the same screen, make sure that "Auto portrait/landscape" is checked under "Orientation."

Searching and Sorting Data

The Excel data contains 19 fields of information for each project record. To query/sort a sub-set of the data, users can:

- Sort by Column: Click a column header to sort on that field. Sort on more than one column at a time to narrow down results as desired.
- Sorting examples:
 - O By state: To sort for data for California, click on the sort icon on the State column, deselect "All," select California, and click "Ok."
 - By state and city: To sort for data for Houston, Texas, click on the sort icon on the State column, deselect "All", select Texas, and choose "Ok." Then, click on the City column, deselect "All," select Houston, and click "Ok."
 - O By funding category: To see all projects funded through the Chronic Disease and Health Promotion budget line, click on the sort icon on the "Category" column, deselect all, select "Chronic Disease and Health Promotion," and click "Ok."
 - O By funding category and subcategory: To see all projects funded through the Chronic Disease and Health Promotion budget line and Cancer Prevention and Control sub-budget line, click on the sort icon on the "Category" column, deselect all, select "Chronic Disease and Health Promotion," and click "Ok." Then, click on the "Subcategory" column, deselect "All," select "Cancer Prevention and Control," and click "Ok."

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